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ABSTRACT

The general purpose of the occupational analysis is to provide workable, basic information dealing with the many and varied duties performed in the secondary school clerical aide occupation. The document opens with a brief introduction followed by a job description. The bulk of the document is presented in table form. Seven duties are broken down into a number of tasks and for each task a two-page table is presented, showing on the first page: tools, equipment, materials, objects acted upon; performance knowledge (related also to decisions, cues and errors); safety--hazard; and on the second page; science; math--number systems; and communications (performance modes, examples, and skills and concepts). The duties include: performing office functions; operating office counselor, attendance officer, media specialist, and school nurse. (BP)

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Occupational Analysis

CE 004 194

SECONDARY SCHOOL CLERICAL AIDE

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Instructional Materials Laboratory
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AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION

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FOREWORD

The occupational analysis project was conducted by The Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University in conjunction with the State Department of Education, Division of Vocational Education pursuant to a grant from the U.S. Office of Education.

The Occupational Analysis project was proposed and conducted to train vocational educators in the techniques of making a comprehensive occupational analysis. Instructors were selected from Agriculture, Business, Distributive, Home Economics and Trade and Industrial Education to gain experience in developing analysis documents for sixty-one different occupations. Representatives from Business, Industry, Medicine, and Education were involved with the vocational instructors in conducting the analysis process.

The project was conducted in three phases. Phase one involved the planning and development of the project strategies. The analysis process was based on sound principles of learning and behavior. Phase two was the identification, selection and orientation of all participants. The training and workshop sessions constituted the third phase. Two-week workshops were held during which teams of vocational instructors conducted an analysis of the occupations in which they had employment experience. The instructors were assisted by both occupational consultants and subject matter specialists.

The project resulted in producing one hundred two trained vocational instructors capable of conducting and assisting in a comprehensive analysis of various occupations. Occupational analysis data were generated for sixty-one occupations. The analysis included a statement of the various tasks performed in each occupation. For each task the following items were identified: tools and equipment; procedural knowledge; safety knowledge; concepts and skills of mathematics, science and communication needed for successful performance in the occupation. The analysis data provided a basis for generating instructional materials, course outlines, student performance objectives, criterion measures as well as identifying specific supporting skills and knowledge in the academic subject areas.

PREFACE

There is no clear-cut definition of the role of a teacher's aide. It is realized that the role varies from school to school and system to system.

This analysis is intended to analyze the duties and tasks of a teacher's aide. It by no means includes all tasks performed by an aide; nor does it mean that the tasks listed herein must be performed by an aide. It is believed, though, that a person who is able to carry out some of these tasks and has the ability to relate well with people, especially young people, would qualify for this occupation.

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Job Description

The secondary clerical teacher's aide's duties are primarily two-fold: (1) to perform a variety of clerical duties in the various subject area departments, such as the social studies department; or school services offices, such as the attendance office, (2) to assist the teacher with non-professional duties such as recording grades. Since the clerical aspect of the aide's duties is vast, it is essential that a person considering this occupation seeks clerical training, if it is not already a part of his/her background.

Duty A Performing Office Functions

1 Answer the telephone
2 Type and correct spirit master
3 Type and correct stencil
4 Type forms such as registrations, certificates and schedules
5 Type school reports, special events programs (sports, music, plays, etc.)
6 Proofread correspondence
7 Assist in update schools records such as student schedules
8 Assist in distributing school materials such as textbooks

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(TASK STATEMENT) ANSWER THE TELEPHONE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Standard office set-up desk, chair, waiting room, list of visitors expected, telephone, typewriter and supplies, pens, papers Company phone directory Local phone books Out-of-town phone books Personal telephone list	Answer phone Screen unwanted calls Direct calls to correct person Take phone messages & relay them Transfer calls Keep callers on ''hold'' informed Soothe irate callers	

DECISIONS	CUES	ERRORS
Determine to whom to direct the call Determine if call should be screened	Purpose of call Employee instructions	Routing call to wrong person Not getting names correctly Transposing phone numbers Failing to relay messages Cutting callers off

(TASK STATEMENT) ANSWER THE TELEPHONE

SCIENCE	MATH – NUMBER SYSTEMS
Make a caller feel important [ego] Be a good listener [concern] Tactfully handle irate callers [frustration]	Company extension system Understanding telephone electronics

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Generating warmth through voice	Appropriate diction, clarity of expression, usage
Writing	Legibly & accurately write messages	Penmanship, spelling, appropriate diction, logic
Reading	Use company directory	Comprehension, detail/inference, definition, terminology

(TASK STATEMENT) TYPE AND CORRECT SPIRIT MASTER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typewriter Ditto master Razor blade	Obtain and organize supplies Remove cushion sheet from master Insert in typewriter Determine starting line and margins and type Correct errors by scratching off on reverse side of master with razor blade Proofread before removing from machine	Do not touch inked side of master Handle razor blade with care - cutting finger with razor blade
DECISIONS Determine placement Determine appearance	**CUES** Too light Hole in paper Image on master is reversed	**ERRORS** Typing on wrong side of master Leaving cushion sheet inside master Typing pressure too light or too heavy

(TASK STATEMENT) TYPE AND CORRECT SPIRIT MASTER

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science General terminology-accuracy cooperation motor skills	Use of numbers (without calculation) Counting Ordering

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Viewing	Procedure for making ditto master Proofreading, organizing materials, typing on wrong side of ditto master	Instructions, terminology Visual analysis, logic, color discrimination

(TASK STATEMENT) TYPE AND CORRECT STENCIL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typewriter Stencil Correction fluid Stencil cushion sheet	Obtain and organize supplies Assemble stencil pack Check position of typewriter ribbon Insert into typewriter Determine margins & starting line Correct errors by covering the error with correction fluid, letting dry, and retyping Proofread before removing stencil from typewriter	Safety Keep the stencil pack intact until it is ready to run Handle correction fluid with care Hazards Inhaling correction fluid, breakage, spillage, staining

DECISIONS	CUES	ERRORS
Determine placement Determine appearance	Too light Hole in paper Master tears Strikeover	Typing not consistently firm Pressure too high Applying correction fluid to wrong part of stencil pack Not giving correction fluid ample drying time Typing outside of stencil's side and top and bottom boundaries

(TASK STATEMENT) TYPE AND CORRECT STENCIL

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science General Terminology - accuracy, competency motor skills	Use of numbers (without calculation) Counting Ordering Fundamental operations (calculation) Addition algorithm Subtraction algorithm Multiplication algorithm

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Procedure for assembling & cutting stencil	Instructions, terminology
Viewing	Proofread Organization of materials Identify starting, stopping & centering points	Visual analysis, logic, recognition of symbols, codes etc.

(TASK STATEMENT) TYPE FORMS SUCH AS REGISTRATIONS, CERTIFICATES AND SCHEDULES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typing forms Correcting eraser, fluid or paper Carbon paper Typewriter Electrical outlet (if an electric typewriter)	Analyze copy to be typed Assemble materials Set up margins Insert form Type, making typing corrections Proofread Make additional corrections Remove copy from machine	Safety Replace worn typewriter cords and plugs Turn machines off when not in use Hazard Electrical shock-Fire A fall resulting in injury-damaged equipment
DECISIONS Determine placement Determine number of copies Determine appearance	**CUES** Blank spaces Too high or too low Typing errors Torn or smeared copy Use of forms	**ERRORS** Placement Completeness - correctness Carbon pack improperly inserted

(TASK STATEMENT) TYPE FORMS SUCH AS REGISTRATIONS, CERTIFICATES AND SCHEDULES

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation, integrity, adaptability General terminology - accuracy, aptitude, competency, responsibility, motor skills	Use of numbers (without calculation) Fundamental operations (calculation) Measurement: non-geometric Time/calendar

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking what is to be done	Terminology, enunciation, clarity of expression
Reading	Supervisor's written instructions	Instructions, comprehension, terminology, detail/inference
Listening	Supervisor's oral instructions	Auditory discrimination, concentration, logic, note taking
Viewing	Proofreading	Recognition of symbols, codes, emblems

(TASK STATEMENT) TYPE SCHOOL REPORTS, SPECIAL EVENTS PROGRAMS (SPORTS, MUSIC, PLAYS, ETC.)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typing paper Eraser Typewriter Copy to be typed Electrical outlet (if an electric typewriter) Reproduction materials (ditto master, stencil, carbon paper etc.) Correcting medium for reproduction materials	Analyze copy to be typed Make special notations Set up margins Type rough draft Make corrections, additions & deletions to rough draft Insert final copy Make any necessary margin readjustments Type final copy	Safety Handling correcting mediums (razor blades, knives, correction fluids) with care Turn typewriters off when not in use Replace worn typewriter cords and plugs Hazards Cuts, breakage, electrical shock

DECISIONS	CUES	ERRORS
Determine layout, time to spend on this layout Determine which kind of reproduction is most suitable	Running out of room on page The purpose which the special events program is to serve Number of reproduced copies needed Torn, smudged, or unclear copy School policy on previously produced reports or programs	Omissions Spacing Placement Skipping a line

(TASK STATEMENT) TYPE SCHOOL REPORTS, SPECIAL EVENTS PROGRAMS (SPORTS, MUSIC, PLAYS ETC.)

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation, integrity, adaptability General terminology - accuracy, aptitude, competency, face-to-face contact, motor skills	Use of numbers (without calculation) Fundamental operations (calculation) Addition algorithm Subtraction algorithm Multiplication algorithm Division algorithm

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking what is to be done	Terminology, enunciation, clarity of expression
Reading	Supervisor's written instructions	Instructions, comprehension, terminology, detail/inference
Listening	Supervisor's oral instructions	Auditory discrimination, concentration, logic, note taking
Viewing	Proofreading	Recognition of symbols, codes, emblems

(TASK STATEMENT) PROOFREAD CORRESPONDENCE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Document to be proofread Dictionary Technical reference Reference manual	Obtain document to be proofread Check document for accuracy in: spelling, punctuation, syntex, word choice, ommissions, transposition, format, strikeovers, poor corrections Check for clean, clear copy Approve for distribution or reassign work	

DECISIONS	CUES	ERRORS
Implied application of proofreading techniques	Apparent discrepancies	Error-ridden copy Incorrect information (possibly) Poor communication

(TASK STATEMENT) PROOFREAD CORRESPONDENCE

SCIENCE	MATH – NUMBER SYSTEMS

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Reading documents for accuracy	Comprehension, detail/inference, spelling, logic
Writing	Approval or disapproval	
Speaking	Approval or disapproval	Enunciation, clarity of expression

(TASK STATEMENT) ASSIST IN UPDATE SCHOOL RECORDS SUCH A3 STUDENT SCHEDULES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Student schedules Marking pen or pencil Data to be recorded Stapler	Gather materials Pull data to be updated from files Organize material Transfer data from or add source documents to file Replace files	

DECISIONS	CUES	ERRORS
Determine what material is to be recorded Determine how it is going to be recorded Determine where it is going to be recorded	Previously misplaced materials Illegability	Material recorded in wrong place Lost data or files Material omitted

(TASK STATEMENT) ASSIST IN UPDATE SCHOOL RECORDS SUCH AS STUDENT SCHEDULES

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation General terminology - accuracy, competency, responsiblity	Use of numbers (without calculation) Counting Ordering Indexing Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Writing	Placing grade on grade sheet Filling in student schedule	Comprehension, terminology Penmanship, spelling, description, terminology, clarity of expression, usage
Viewing	Checking completed copy Repetitous fill-in data Abbreviations	Visual analysis, memory, recognition of symbols, codes, etc.

(TASK STATEMENT) ASSIST IN DISTRIBUTING SCHOOL MATERIALS SUCH AS TEXTBOOKS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Textbooks Cart Pencil or pen Textbook receipt form	Count number of books needed Load into cart Deliver to register Fill out textbook receipt form	Safety Do not stack books too high Do not try to carry too many Hazard Injury from weight of fallen books Injury from improper lifting
DECISIONS Determine how to transport the books Check conditions of books	**CUES** Number of books Broken binding Ripped or torn pages	**ERRORS** Lost books Repairs not made Books out of circulation

(TASK STATEMENT) ASSIST IN DISTRIBUTING SCHOOL MATERIALS SUCH AS TEXTBOOKS

SCIENCE	MATH – NUMBER SYSTEMS
Simple machines used to gain mechanical advantage Work input, work output, friction & efficiency in simple machines Behavioral Science Professionalism - trust, cooperation, changing personal and situational variables General terminology - accuracy, competency, face-to-face contact, responsibility	Use of numbers Fundamental operations Addition algorithm Subtraction algorithm

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking what is to be done	Terminology, clarity of expression, enunciation, usage
Listening	Oral directions from supervisor	Concentration, word definition, logic
Viewing	Estimating supply	Visual analysis
Reading	Elimination of books in poor condition Written instructions from superior	Discrimination Comprehension, instructions

Duty B Operating Office Equipment

1 Type letters
2 Operate reproducing machines
3 Operate an electronic calculator
4 Cut paper on paper cutter
5 Operate paper punch

(TASK STATEMENT) TYPE LETTERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typewriter, composer, varityper or teletype Resource books Dictionary Belt record or tape Ear phones Foot control Transcribing unit Indicator slip	Obtain instructions for task Prepare machine for use: set ribbon control, set margins, set tabs, clear type face, set pressure control, set touch control set copy indicator Assemble supplies Type letters Correct errors Proofread paper Correct any other errors	Safety Keep electrical cords out of walk-ways Check to be sure cord has no exposed wires Hazard A fall resulting in injury - damaged equipment Electrical shock - fire

DECISIONS	CUES	ERRORS
Determine format of letter Determine type of copies desired Determine which machine is most suitable	Unclear copy Smudged copy Torn copy Proposed use Number of copies needed Company policy on format	Poor correspondence quality

(TASK STATEMENT) TYPE LETTERS

SCIENCE	MATH – NUMBER SYSTEMS
Physical Science Manual dexterity Behavioral Science Proficiency Flexibility	Addition and subtraction of whole numbers [to find average for centering] Multiplication and division with whole numbers [convert inches to spaces] Measures of length [linear measurement - typing paper] Locate by approximation rational numbers and integers on the number line [sequential ordering for pressure controls of page numbers] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [recognize different weights of typing paper (20 and 24 pound paper), carbon paper and second sheets], [identify math symbols on typewriter keyboard]

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Listening	Directions for accuracy Verbal instructions for classification	**Spelling, punctuation, syntax,** vocabulary choice

(TASK STATEMENT) OPERATE REPRODUCING MACHINES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Reproducing machine A supply of whatever kind of paper needed for that particular machine Master to be duplicated Copying fluid or ink Appropriate electrical outlet Machines operating instructions Written instructions	Check fluid supply Check paper supply Put master on machine Select number of copies desired Turn machine on Run desired number of copies Turn machine off Remove master and copies Restore machine to original condition	Safety Shut off to avoid overheating Keep hands away from motion of drum Avoid prolonged contact of copying fluid with skin Avoid spillage Hazards Injury, death, electrical shock - deterioration of fabric
DECISIONS	**CUES**	**ERRORS**
Determine number of copies Determine placement Determine readability Determine kind of paper	Too high or too low Lightness or darkness Paper jamming Indicator lights No copy being produced	Wrong paper Incorrect placement of master Incorrect loading Run wrong amount of copies Insufficient fluid supply

(TASK STATEMENT) OPERATE REPRODUCING MACHINES

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences Accuracy, competency, measurement, neatness	Use of numbers (without calculation) Counting

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Supervisor's instructions or machine's manual	Comprehension, terminology, instructions, description
Listening	Machine malfunction	Auditory discrimination
Viewing	Color of ink Warning lights	Visual analysis, color discrimination, recognition of symbols, codes, emblems
Smelling	Machine overheating	Discrimination
Touching	Determine overheating	Discrimination

(TASK STATEMENT) OPERATE AN ELECTRONIC CALCULATOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Calculator Electrical outlet Machine manual If machine is a listing machine, a paper tape is needed	Plug machine in Turn machine on Orgarize data to be fed into machine Refer to machines manual, if uncertain how to operate machine Do problems Check accuracy, possibly by repeating problems a second time Turn machine off	Safety Keep cords out of walkways Turn machines off when not in use Replace worn cords and plugs Hazards Machine jamming Overheating Shock
DECISIONS	**CUES**	**ERRORS**
Determine kind of operation needed to be performed Determine whether to repeat problem Determine decimal points	Overflow light Total does not balance Common sense	Feeding the wrong numbers into machine Depressing wrong function key Omitting a step of operation

(TASK STATEMENT) OPERATE AN ELECTRONIC CALCULATOR

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Concepts Concentration, mental alertness, manipulation, operational, pattern identification, validity	Use of numbers (without calculation) Coding Recording Basic arithmetic skills and concepts Reduction of fractions, changing mixed numbers to improper fractions, changing percents to fractions and fractions to percents, finding a percent of a number and what percent one number is of another, changing fractions to decimal and decimals to fractions, ratio and proportion Estimation Property of comparison - inequality/greater than/less than

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Viewing Reading	Manipulation of machine Use machines manual	Recognition of symbols, memory, logic Comprehension, terminology, instructions
Touching	Using keyboard	Discrimination

(TASK STATEMENT) CUT PAPER ON PAPER CUTTER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Paper Paper cutter Work table	Lay paper on bed of paper cutter a few sheets at a time Check eveness Pull lever upward and then downwards with a firm motion while holding paper in position Leave handle in 'down' position	Safety Keep fingers clear of cutting blade Leave handle in 'down' position when not in use Keep handle inside its hook when not in use Hazards Injury from cut, loss of digits

DECISIONS	CUES	ERRORS
Determine size desired Determine straightness Determine quantity	Not enough pressure being applied to cutting arm Paper edges ragged and torn	Cutting crooked Wrong size Too much paper under cutter at once

(TASK STATEMENT) CUT PAPER ON PAPER CUTTER

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences General terminology - attention, motor skills, carefulness	Use of numbers (without calculation) Counting Visual approximation of measurement

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Viewing	Cutting to correct size	Visual analysis

(TASK STATEMENT) OPERATE PAPER PUNCH

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Paper Paper punch	Adjust the punch for proper placement of punched holes Insert paper firmly against punch Press down on punch Remove paper from punch	Safety Keep fingers out of paper punch Hazard Getting fingers pinched
DECISIONS Determine how many holes and where to punch them	**CUES** Paper will not fit into binder properly	**ERRORS** Punching too many or too few holes Punching in the wrong place Not fitting paper tightly into punch

(TASK STATEMENT) OPERATE PAPER PUNCH

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science General terminology - accuracy, cooperation, responsibility	Use of numbers (without calculation) Counting Measurement: geometric Linear - inches

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Viewing	Set punches in correct position	Visual analysis

Duty C Assisting the Teacher in Non-professional Tasks

1 Organize materials and equipment for use
2 Aid the students in carrying out instructions given by the teacher
3 Keep the room in order
4 Report a discipline problem
5 Make out hall passes, excuses, permits, etc.

(TASK STATEMENT) ORGANIZE MATERIALS AND EQUIPMENT FOR USE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Tools & equipment peculiar to the room in which the classroom activity is performed	Find out what preparation is needed for class Obtain materials Perform whatever preparatory functions are necessary Distribute materials Return such materials as necessary to storage Clean up	Safety Handle breakables with care Awareness of spoilage factor Awareness of wasting materials Hazard Breakage, spoilage, illness, injury

DECISIONS	CUES	ERRORS
Determine the teacher needs Determine the quantity of materials needed to be prepared	Allocation of class time Subject matter being taught by teacher Availability of inventoried materials Class size	Insufficient supply for day's activities Teacher dissatisfaction Preparation of wrong materials

(TASK STATEMENT) ORGANIZE MATERIALS AND EQUIPMENT FOR USE

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - cooperation, integrity General Terminology - accuracy, competency	Use of numbers (without calculation) Counting Ordering Indexing Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking what is to be done	Terminology, clarity of expression
Reading	Directions on item to be prepared (mixing paint)	Comprehension, definition, terminology
Listening	Instructor telling what to do	Auditory discrimination, recognize opinions, logic, concentration
Viewing	Checking over facilities for completeness of task	Visual analysis, recognition of symbols, codes, emblems
Touching	Mixing clay	Discrimination - consistency

(TASK STATEMENT) AID THE STUDENTS IN CARRYING OUT INSTRUCTIONS GIVEN BY THE TEACHER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Materials and projects peculiar to that particular day's classroom activities	Observe teacher as students are given instructions Be on hand if asked to give individual aid Try to demonstrate just as teacher did	

DECISIONS	CUES	ERRORS
Determine at what point the student needs help Determine how much help should be given	Student's facial expressions Summons by student Summons by teacher	Improper student direction Teacher dissatisfaction/irritation Student antagonization/irritation

(TASK STATEMENT) AID THE STUDENTS IN CARRYING OUT INSTRUCTIONS GIVEN BY THE TEACHER

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences Awareness, accurate behavioral clues, cooperation, motor skills, observation	Use of numbers (without calculation) Counting Recording Ordering

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Listening Viewing	Teacher giving instructions Teacher demonstrating sewing techniques	Concentration, logic Visual analysis, memory, describing, logic, color discrimination, recognition of symbols, codes

(TASK STATEMENT) KEEP THE ROOM IN ORDER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Cleaning compounds Mop, broom, dust pan Bucket Cleaning cloths Trash can	Check with teacher as to what is to be done Prepare room for cleaning Clean the room Seek teacher's approval Remove cleaning articles Scan room for anything left undone	Safety Do not mix cleaning compounds Disconnect electrical cords and avoid contact with water Use rubber gloves Hazards Injury, electrical shock, inhaling fumes
DECISIONS	**CUES**	**ERRORS**
Select methods of cleaning Select best time for cleaning	Clutter accumulating/dust/spillage	Leaving water on floor or work area, leaving cleaning supplies in room

(TASK STATEMENT) KEEP THE ROOM IN ORDER

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences Attention, awareness, competency, cooperation	Use of numbers (without calculation) Counting Ordering Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking about	Enunciation, clarity of expression, usage
Listening	Receiving orders from teacher	Discrimination, concentration, logic
Viewing	Scan room	Visual analysis

(TASK STATEMENT) REPORT A DISCIPLINE PROBLEM

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
	Observe student misbehaving Try to identify Go to proper authorities Report incident	Hazard Chaos, mass fighting, injuries

DECISIONS	CUES	ERRORS
Determine if situation warrants attention by staff Identify problem Determine who to report incident to	Fighting Yelling Loitering Overall severity of situation Time--how "immediate" is help needed	Ignoring a problem Overreacting

(TASK STATEMENT) REPORT A DISCIPLINE PROBLEM

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Accuracy, authority, coping, curiosity, decision making, safety needs, motivation, observation	Use of numbers (without calculation) Counting Recording numbers

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Listening	Interaction among students or student/teacher	Auditory, noise discrimination
Viewing	Identification	Memory, describing, logic
Speaking	Disciplining student	Terminology, clarity, usage

(TASK STATEMENT) MAKE OUT HALL PASSES, EXCUSES, PERMITS, ETC.

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Hall passes Late excuses Admit to class	Obtain information from student Obtain correct form Analyze information Fill in data Send student to destination	

DECISIONS	CUES	ERRORS
Determine the validity of reason Determine the urgency of request	Reasons for request Approach for handling request	Giving valid hall pass, excuse, or permit for an invalid reason

(TASK STATEMENT) MAKE OUT HALL PASSES, EXCUSES, PERMITS, ETC'

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation, personal & situational variables, adaptability General terminology - accuracy, responsibility, face to face contact, competency	Use of numbers (without calculation) Counting Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking Listening	Obtaining information from student Student's inquiry for a pass	Terminology, clarity, usage Auditory discrimination, discriminate facts
Writing	Fill out pass	Penmanship, spelling

Duty D Assisting the Guidance Counselor

1 Perform receptionist functions (to parents, students, and visitors)
2 Ascertain data from cumulative records

(TASK STATEMENT) PERFORM RECEPTIONIST FUNCTIONS (TO PARENTS, STUDENTS AND VISITORS)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Office desk Office chair Note pad Telephone message blanks Pen or pencil Telephone with intercom buttons	Sit at desk near doorway Greet visitors Set up appointments with students Locate guidance counselor, nurse, or other school administrator when out of office Locate students for guidance counselors, nurse, or other school administrator Assist in administering tests Answer telephone Route call to proper person Record message and distribute	

DECISIONS	CUES	ERRORS
Determine when to schedule visitors Determine who should see viditors	Purpose of call or visit School policy for receiving visitors Daily schedule of school officials Allocation of time	Frustrated visitors Confusion or inconvenience of staff Lack of thorough communication

(TASK STATEMENT) PERFORM RECEPTIONIST FUNCTIONS (TO PARENTS, STUDENTS AND VISITORS)

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - cooperation, integrity, alertness	Use of numbers (without calculation) Counting Recording Ordering

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking Listening	Asking about visitors Directing visitors Interaction with visitors & staff	Enunciation, clarity of expression, usage Auditory discrimination, terminology, discriminate facts

(TASK STATEMENT) ASCERTAIN DATA FROM CUMULATIVE RECORDS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Pen or pencil Paper Cumulative records	Pull files needed Check contents of file Read from handwritten copy Write data needed Replace files	

DECISIONS	CUES	ERRORS
Determine what is to be copied from records	Reson information is needed Illegibility	Incomplete copying Inaccurate copying Lost permanent or inserts

(TASK STATEMENT) ASCERTAIN DATA FROM CUMULATIVE RECORDS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation, integrity, adaptability General terminology - accuracy, competency, responsibility	

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking what is needed	Terminology, clarity of expression, logic, usage
Reading	Data on cumulative record	Comprehension, progress reports, terminology
Writing	Recording data needed	Penmanship, description
Listening	What data needed	Auditory discrimination

Duty E Assisting the Attendance Officer

1 Prepare absence lists
2 Process attendance records
3 Assemble and report absence problems to appropriate staff members

(TASK STATEMENT) PREPARE ABSENCE LISTS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Typewriter Ditto master or stencil Correction fluid or razor blade Daily absence lists prepared by classroom teacher	Sort absence lists in an order Gather & organize materials for typing Set up typewriter Read from handwritten copy Type a composite absence list on a stencil or ditto master Proofread, make corrections before removing stencil or ditto master from typewriter Remove from typewriter Prepare duplicating machine for running Check fluid Check paper supply Put master on machine Run desired number of copies Remove master Restore machine to original order Distribute one copy of absence list to each teacher or staff member Retain some copies for files	Safety Turn machines off when not in use, keep hands away from moving parts of reproducing machine Avoid spillage of liquids Hazard Cuts, electrical shock, stains, fingers of hands caught in reproduction machine
DECISIONS	**CUES**	**ERRORS**
Determine amount of copies needed Determine method of reproduction Determine size of master	Number of staff members needing copies Number of absences for a particular day Previous school policy on preparation of attendance lists	Not making enough copies Unreliable attendance records Incorrect order of names Omission of names

(TASK STATEMENT) PREPARE ABSENCE LISTS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science General terminology - accurate, attention, independence, motor skills	Use of numbers (without calculation) Counting Ordering Coding Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Viewing	Teacher's handwriting Proofreading Distribution of sheets	Comprehension, speed/rate Informational report Visual analysis

(TASK STATEMENT) PROCESS ATTENDANCE RECORDS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Pencil or pen Excuse slips Tardy slips Parental absence or early excuse notes	Obtain parental note from student Analyze note Fill out correct form - absence or excused Issue form to student File duplicate and parental note	

DECISIONS	CUES	ERRORS
Determine whether the parental note is valid Determine what kind of form	Handwriting not same as on previous notes Record of previous absences	Issuing wrong form Incorrectly filling out form Accepting a falsified parental note

(TASK STATEMENT) PROCESS ATTENDANCE RECORDS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - foster trust, confidentiality, cooperation, conflict behavior Function efficiently when encountering fast changing variables Exhibit adaptability, self-control General terminology - independence	Use of numbers (without calculation) Indexing Recording Coding

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Address the student Telephone parents Parental notes	Terminology, diction, emplying, clarity, logic, usage Comprehension, speed/rate, detail/ inference
Reading	Absence or excuse slips	Penmanship, spelling
Writing Listening	To student's answer	Auditory discrimination

(TASK STATEMENT) ASSEMBLE AND REPORT ABSENCE PROBLEMS TO APPROPRIATE STAFF MEMBERS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Student's absence records Pencil or pen Note pad	Constantly moniter attendance records for attendance problems - cronic illnesses, lateness, family problems Report - verbal or written problem to classroom teacher or administrators	

DECISIONS	CUES	ERRORS
Decide if there really is a problem Determine when to report a problem Determine who should be informed	Student's history of absences Falsified parental excuses Length of absence Student's physical condition Behavioral patterns of student's brothers or sisters in comparison	Ignoring obvious absence problem Waiting too long to report Overreaction/student antagonization Incomplete, inaccurate attendance records

(TASK STATEMENT) ASSEMBLE AND REPORT ABSENCE PROBLEMS TO APPROPRIATE STAFF MEMBERS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Mental alertness Organization Consistency Perception Retention	Use of numbers (without calculation) Counting Coding

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking Writing Viewing	To individual staff members Notes to staff members Checking attendance record	Terminology, diction, enunciation, clarity, logic, usage Penmanship, spelling, usage Visual analysis

Duty F Assisting the Media Specialist

1 Set up and operate projection screen (portable tripod or wall mount)
2 Set up and operate projector, sound or silent, motion picture
3 Set up and operate tape recorder-player (reel-to-reel, cassette or cartridge)
4 Set up and operate projector, silent, still (such as opaque, overhead, slide, filmstrip, micro.)
5 Set up and operate filmstrip viewer and cassette player
6 Set up and operate video tape player and monitor
7 Maintain a shelf card list
8 Assign numbers to new books
9 Prepare overdue notices

(TASK STATEMENT) SET UP AND OPERATE PROJECTION SCREEN (PORTABLE TRIPOD OR WALL MOUNT)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Projection screen	Set up tripod Unroll screen from case Attach or secure screen in position	Safety Always fully open tripod legs Locate tripod away from traffic Return screen to case when finished Hazard Fully opened tripod screen is top heavy and can be upset easily causing damage to screen and/or injury to persons Unprotected screen will deteoriate and can be easily torn
DECISIONS Select screen height	**CUES** Image not visible to all viewers Image distorted	**ERRORS** Screen too low Screen not perpendicular to projection axis

(TASK STATEMENT) SET UP AND OPERATE PROJECTION SCREEN (PORTABLE TRIPOD OR WALL MOUNT)

SCIENCE	MATH – NUMBER SYSTEMS
Keystone effect Behavioral Science Trust, adaptability, motor skills, competency, manipulation	Estimation - rule of thumb

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Viewing	Correct distance Do not open screen before setting up legs	Visual analysis, logic

(TASK STATEMENT) SET UP AND OPERATE PROJECTOR, SOUND OR SILENT, MOTION PICUTRE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Projector Projector stand Extension cord Projection screen Material for projection Electrical outlet Take-up reel	Position stand with projector for operation Set-up projection screen Connect power and extension cord Inspect lamp Inspect cooling blower Insert materials into projector Frame, focus, and center image on screen Thread film Connect speaker(s) Adjust volume and tone controls	Always use 3 conductor grounding power & extension cords Always allow cooling blower to operate one minute after lamp is turned off Never operate projector with inoperative cooling blower Never use power cords with grounding connector broken off Never use a take-up reel smaller than required to hold all film HAZARD- Electrical shock, burned fingers from hot lamp, scorching of projection material, rupture/ explosion of projection lamp, cracking of mirrors or lens, film damage
DECISIONS	**CUES**	**ERRORS**
Select proper projector to screen distance Secure adequate room darkness Select proper size take-up reel Select proper projector speed	No light or image on screen Cooling blower inoperative Screen image out of focus Screen image improper size for screen Image inverted or reversed No sound or poor sound Image flutters on screen	No electrical power Projection lamp burned out Projection material improperly inserted Amplifier not turned on or 'up' Improper threading Burned out exciter lamp or photo-electric cell Projector set for silent speed when showing sound film

(TASK STATEMENT) SET UP AND OPERATE PROJECTOR, SOUND OR SILENT, MOTION PICTURE

SCIENCE	MATH – NUMBER SYSTEMS
Inverse square relationship between distance or projector from screen, image size and brightness Keystone effect - distortion of image as a result of placement of screen and projector Behavioral Science Professionalism - trust, adaptability, motor skills, competency, manipulation	Measurement (non-geometric) Time Use of numbers (without calculation) Visual approximation of measurement

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Instructions on operation	Comprehension, terminology, instructions
Listening	Correct sound	Auditory discrimination
Viewing	Evaluating picture quality	Visual analysis, visual clarity
	Machine coded instructions	Recognition of symbols, codes, etc.
Smelling	Overheating film burns	Discrimination
Touching	Film burns	Discrimination

(TASK STATEMENT) SET UP AND OPERATE TAPE RECORDER-PLAYER (REEL-TO-REEL, CASSETTE OR CARTRIDGE)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Tape recorder player Magnetic tape Take-up reel (for reel-to-reel only) Microphone Power source	To record: Secure power Thread or insert cassette Attach microphone Adjust volume To play: See above Adjust tone for best reproduction	Safety Do not operate at excessive volume levels Hazard Overdriving speakers causes damage to cone

DECISIONS	CUES	ERRORS
Select transport speed (reel-to-reel only) Establish optimum microphone to source distance Determine that audio output of amplifiers is sufficient for size of audience	Will not record Objectional background noise Wow or flutter during playback Some members of audience cannot hear recording	Improper threading Use of pre-recorded cassette for new recording Microphone too far from desired source Improper threading or recording Player of insufficient volume for all to hear

(TASK STATEMENT) SET UP AND OPERATE TAPE RECORDER-PLAYER (REEL-TO-REEL, CASSETTE OR CARTRIDGE)

SCIENCE	MATH – NUMBER SYSTEMS
Behanvioral Science Professionalism - trust, adaptability, cooperation, motor skills, competency, manipulation	Use of numbers (without calculation) Visual approximation of measurement Measurement (non-geometric) Time

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Testing recorder	Enunciation
Reading	Machine's directions	Comprehension, terminology, instructions
Listening	Testing recorder output	Auditory discrimination
Viewing	Putting tape on correctly	Visual analysis, recognition of symbols, cues, etc.
Touching	Key operation-correct pressure	Discrimination

(TASK STATEMENT) SET UP AND OPERATE PROJECTOR, SILENT, STILL (SUCH AS OPAQUE, OVERHEAD, SLIDE, FILMSTRIP, MICRO.)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Projector Projector stand Extension cord Projection screen Material for projection Electrical outlet	Position stand with projector for operation Set up projection screen Connect power and extension cord Inspect lamp Inspect cooling blower Insert materials into projector Frame, focus & center image on screen	Safety Always use 3 conductor grounding power and extension cords Always allow cooling blower to operate one minute after lamp is turned off Never operate projector with inoperative cooling blower Never use power cords with grounding connector broken off Hazard Electrical shock, burned fingers from hot lamp, scorching of projection material, rupture/explosion of projection lamp, cracking of mirrors or lens
DECISIONS	**CUES**	**ERRORS**
Select proper projector to screen distance Secure adequate room darkening	No light or image on screen Cooling blower inoperative Screen image out of focus Screen image improper size for screen Image inverted or reversed	No electrical power Projection lamp burned out Projection material improperly inserted

(TASK STATEMENT) SET UP AND OPERATE PROJECTOR, SILENT, STILL (SUCH AS OPAQUE, OVERHEAD, SLIDE, FILMSTRIP, MICRO.)

SCIENCE	MATH – NUMBER SYSTEMS
Inverse square relationship between distance of projector from screen, image size and brightness Keystone effect - distortion of image as a result of placement of screen and projector Behavioral Science Professional - cooperation, adaptability Motor skills, competency, manipulation	Estimation - rule of thumb

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Viewing Touching	Refering to written machine instructions Inspection of set up focusing Machine overheating	Comprehension, description of mechanism, terminology Visual analysis, color discrimination Discrimination

(TASK STATEMENT) SET UP AND OPERATE FILMSTRIP VIEWER AND CASSETTE PLAYER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Viewer player Filmstrip Audio cassette Power cord Electrical outlet Headset(s)	Thread filmstrip Insert cassette Secure power Syncronize picture & sound Focus and frame picture Inspect operation of cooling blower	Safety Always use 3 conductor grounding power & extension cords Never operate viewer with inoperative cooling blower Hazard Electrical shock Scorched film

DECISIONS	CUES	ERRORS
Use headset for single viewer	Audio does not support pictures No picture No sound Filmstrip will not advance automatically	Improper filmstrip or audio cassette Lamp burned out or no power Blank cassette - recording erased Headset inoperative Recording does not have recorded automatic advance pulse

(TASK STATEMENT) SET UP AND OPERATE FILMSTRIP VIEWER AND CASSETTE PLAYER

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science **General Terminology - aptitude, accuracy, competency, independence, responsibility** Motor skills, competency, manipulation	Estimation - rule of thumb

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Machine directions	Comprehension, terminology, instructions
Viewing	Putting tape on correctly Evaluating picture quality	Visual analysis Visual clarity
Smelling	Machine coded instructions Overheating	Recognition of symbols, codes, etc. Discrimination

(TASK STATEMENT) SET UP AND OPERATE VIDEO TAPE PLAYER AND MONITOR

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Video tape player Video monitor Power & extension cords Connecting video cable Stand for monitor and deck Electrical outlet Pre-recorded magnetic tape Take-up reel (not needed for cassette)	Position stand with monitor for viewing Secure power & turn on Thread tape or place cartridge in player Attach connecting cables Set monitor for VTR mode & channel	Safety Always use 3 conductor grounding power & extension cords Never short-cut proper threading or function sequence Hazard Electrical shock Improper threading or function selection can cause damage to video tape
DECISIONS	**CUES**	**ERRORS**
Select out-put channel Select source mode	No sound or no picture Sound but no picture Picture rolls	Improper cable connections Improper chanel or function selection Dirty head Monitor out of adjustment No recording on tape

(TASK STATEMENT) SET UP AND OPERATE VIDEO TAPE PLAYER AND MONITOR

SCIENCE	MATH – NUMBER SYSTEMS
Keystone effect Behavioral Science General Terminology - accuracy, aptitude, competency, independence, responsibility Motor skills, competency, manipulation	Use of numbers (without calculation) Counting Visual approximation of measurement

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking Reading Listening Viewing Touching	Testing recorder Machines directions Testing audio portion of recorder output Inspection of entire setup Putting tape on correctly	Enunciation Comprehension, terminology, instruction Auditory discrimination Visual analysis Finger dexterity

(TASK STATEMENT) MAINTAIN A SHELF CARD LIST

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
File cards Typewriter Eraser Master catalog	Obtain call number for new book from master catalog Obtain author & title's name Obtain accession number Type new call number, author & title, & accession number on card File card according to call number	

DECISIONS	CUES	ERRORS
Determine how to file card	Type of filing system being used	File shelf list card wrong Unaccountable book

(TASK STATEMENT) MAINTAIN A SHELF CARD LIST

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences General Terminology - accuracy, attention, organization, independence	Use of numbers (without calculation) Coding Indexing Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Viewing	Getting call number Checking completeness of work Getting & recording call number Call number	Speed/rate Visual analysis Memory Recognition of symbols, codes

(TASK STATEMENT) ASSIGN NUMBERS TO NEW BOOKS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Master catalog Drawing pen & ink New books	Check master catalog for call number Record number in pencil in front of book Draw call number on spine of book with ink	

DECISIONS	CUES	ERRORS
Determine color of ink to contrast with color of book Determine lettering - placement, size	Color of book covers Consistency in the way numbers and letters are drawn Publisher's lettering on book cover	Wrong number-difficulty in finding book

(TASK STATEMENT) ASSIGN NUMBERS TO NEW BOOKS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences General Terminology - accuracy, attention, control, manipulation, motor skills, independence	Use of numbers (without calculation) Numerical coding Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Writing Viewing	Numbers from master catalog Placing call numbers on books Figuring out where to put call number Determining color of ink Comprehension of parts of call number	Comprehension, detail/inference Penmanship, classification Describing, color discrimination, recognition of symbols, codes, emblems

(TASK STATEMENT) PREPARE OVERDUE NOTICES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Pencil or pen Overdue notice form Checkout cards	Obtain overdue checkout cards from files Fill out following-student's name, book title, date due on overdue notice form & any special notations Keep record of overdue notices sent out Send original to student or to student's classroom teacher	

DECISIONS	CUES	ERRORS
Determine when to follow up notice Determine how to get notice to student	Length of time book is overdue Demand for book from others Established school policy on sending out overdue notices Librarian's directions	Books not being returned Student not receiving notices

(TASK STATEMENT) PREPARE OVERDUE NOTICES

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Sciences General terminology - accuracy, attention, independence, organization	Use of numbers (without calculation) Recording Coding

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Filling out overdue notice	Penmanship, spelling, classification

Duty G Assisting the School Nurse

1 Maintain a daily log for school nurse
2 Notify responsible school staff member or serious illness or injury in nurse's absence
3 Administer minor first aid to students - such as cleaning minor injuries
4 Monitor use of first aid room
5 Maintain health records
6 Order and maintain first-aid supplies

(TASK STATEMENT) MAINTAIN A DAILY LOG FOR SCHOOL NURSE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Daily log form Pencil or pen Clipboard	Record student data on log such as name, time of visit, reason & destination of student Make an entry into log for each student visiting the nurse regardless of the seriousness of the illness or injury	

DECISIONS	CUES	ERRORS
Determine if student needs to be referred to a nurse Determine the frequency of student visits	Repetitive visits Loss of class time	Recording insufficient information Recording inaccurate information Unreliable records Inability to follow up on illness or injury Inability to confirm a visit Irate staff Irate parents

(TASK STATEMENT) MAINTAIN A DAILY LOG FOR SCHOOL NURSE

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, integrity, conflict behavior adaptability Conscience awareness of the need for a balance (both physical and mental between tension and relaxation)	Use of numbers (without calculation) Counting Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Obtaining information from student	Terminology, enunciation, clarity of expression, usage
Writing	Filling log out	Penmanship, description, informational report, terminology, usage
Listening	Obtaining information from student	Discrimination facts from non-facts

(TASK STATEMENT) NOTIFY RESPONSIBLE SCHOOL STAFF MEMBER OR SERIOUS ILLNESS OR INJURY IN NURSE'S ABSENCE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Telephone with intercom Pencil Note pad Intercom	Call main office/send student with message/personally relay message	Rule of thumb In 'borderline' situations, always notify
DECISIONS	**CUES**	**ERRORS**
Determine what is serious Determine who to notify	Student's condition Time factor	Not to inform school administration Not to take the incident seriously

(TASK STATEMENT) NOTIFY RESPONSIBLE SCHOOL STAFF MEMBER OF SERIOUS ILLNESS OR INJURY IN NURSE'S ABSENCE

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, cooperation, integrity, confidentiality, fast changing variables, adaptability Conscience awareness of the need for a balance (both physical and mental between tension and relaxation)	Use of numbers (without calculation) Coding - numerical

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Relaying message on telephone or in person	Usage, terminology, enunciation, appropriate diction, clarity of expression, poise
Writing	Writing message to be sent	Penmanship, description, clarity of expression, usage

(TASK STATEMENT) ADMINISTER MINOR FIRST AID TO STUDENTS - SUCH AS CLEANING MINOR INJURIES

TOOLS, EQUIPMENT, MATERIALS OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Standard first aid supplies Restroom facilities	Make the student comfortable Examine the injury Select first aid supplies Wash injured area Apply ointments etc. Apply bandage if necessary	
DECISIONS Determine what first aid should be applied Determine if area should be left open or covered	**CUES** Bleeding Skin color Amount of discomfort shown by student	**ERRORS** Loss time Inadequacy of supplies Infection

(TASK STATEMENT) ADMINISTER MINOR FIRST AID TO STUDENTS-SUCH AS CLEANING MINOR INJURIES

SCIENCE	MATH – NUMBER SYSTEMS
Cleaning wound, preventing secondary infection, reducing edema Behavioral Science Professionalism - trust, confidentiality, cooperation, integrity, changing personal and situational variables, adaptability Conscience awareness of the need for a balance (both physical and mental between tension and relaxation)	Use of numbers (without calculation) Counting numbers Recording Ratio Instrument Thermometer Measure temperature

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Touching	Examining the wounded area	Discrimination
Viewing	Examining the student's condition	Color discrimination, visual analysis
Speaking	Calming the student	Terminology, clarity of expression, persuasion, gestures, logic
Listening	Asking student how injury came about	Discrimination, concentration, logic

(TASK STATEMENT) MONITOR USE OF FIRST AID ROOM

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
First aid room Cot Desk and chair	Screen students wanting to use first aid room Permit student with legitimate reason for using cot to do so Control entry of other students to allow sick student a degree of privacy	Rule of thumb Never leave first aid room unattended Keep ill student until he feels better, someone takes him home, or he receives professional attention
DECISIONS	**CUES**	**ERRORS**
Distinguish between ill student with legitimate reason for using facilities & one who is cutting class	Student's skin color, temperature Student vomiting Student fainting	Student using first aid room as place to hide until classes are over Legitimately ill student turned away unattended

(TASK STATEMENT) MONITOR USE OF FIRST AID ROOM

SCIENCE	MATH – NUMBER SYSTEMS
Medical - make sure student is comfortable Behavioral Science Professionalism - trust, confidentiality, integrity, adaptability Conscience awareness of the need for a balance (both physical amd mental between tension and relaxation)	Instrument Thermometer Measure temperature Use of numbers (without calculation) Counting numbers Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Speaking	Asking student what is wrong	Terminology, enunciation, clarity of expression, logic, usage
Listening	Obtaining student response on symptoms	Discriminate facts from nonfacts, auditory discrimination, concentration, logic
Viewing	Student's physical signs	Visual analysis, memory, color discrimination
Touching	Assisting student to cot	Discrimination

(TASK STATEMENT) MAINTAIN HEALTH RECORDS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Pen or pencil Blank health cards Master copy of student information Typewriter Typing eraser	Obtain blank health cards Obtain master copy of student information Type or handwrite 'heading' information on health cards (name, grade, age, home address, etc.) Proofread what has been typed or written	

DECISIONS	CUES	ERRORS
Determine accuracy of information Determine completeness of information Determine duplication of information Determine if information is up-to-date	Changes entered on master copy All blanks filled in	Failure to proofread Losing school records Lack of neatness

(TASK STATEMENT) MAINTAIN HEALTH RECORDS

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science Professionalism - trust, confidentiality, cooperation, integrity, changing personal and situational variables adaptability Conscience awareness of the need for a balance (both physical and mental between tension and relaxation)	Use of numbers (without calculation) Counting Coding Ordering Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Listening Reading Writing	Receiving supervisor's instructions Analyzing forms to be filled in Filling in forms	Auditory discrimination, concentration logic Comprehension, informational reports Penmanship

(TASK STATEMENT) ORDER AND MAINTAIN FIRST-AID SUPPLIES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY – HAZARD
Pencil School requisition forms School warehouse supplies catalog	Obtain a count of supplies on hand Make list of items needed & numbers of each Analyze directions for filling out requisitions sheet Obtain code numbers from school requisitions manual Fill out requisitions sheet Send requisition to supervisor for approval Making monthly inventories of the supplies	Hazard Improper storage of supplies
DECISIONS Determine low supply Determine quantity to order	**CUES** Time factor Vitalness of supplies	**ERRORS** Ignoring low supply Failure to fill form out accurately Failure to route form to correct person

(TASK STATEMENT) ORDER AND MAINTAIN FIRST-AID SUPPLIES

SCIENCE	MATH – NUMBER SYSTEMS
Behavioral Science General Terminology - accuracy, aptitude, competency, independence, responsibility	Use of numbers (without calculation) Counting Numerical coding Recording

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading	Ascertaining how form is to be filled out	Comprehension, process report - instructions
Writing	Filling out form	Penmanship, progress report, classification